

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**SUPERINTENDENT - RECREATION
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible administrative and supervisory work planning, organizing and directing recreational programs for the City. Employee reports to the Parks and Recreation Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs responsible administrative work to plan, promote and implement Parks and Recreation Department programs and oversee operation of Parks and Recreation facilities. The employee of this class, through the supervision and direction of recreation program supervisors and, specialists, and other subordinate personnel, is responsible for the effective management the City's diversified public recreation program. Responsibilities include oversight of the budget for the entire recreation Division. Work involves overseeing the operation of all City-wide special events and festivals, and for coordinating volunteer support for such events. Work is performed under broadly outlined objectives under limited supervision of the Parks and Recreation Director and is evaluated through conference and the analysis of program achievements, evidence of the satisfaction of participants, and approval of the public.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Oversees the planning and programming of the range of recreation activities to be carried out by the District.

Interprets City and departmental policy for staff and public inquiries.

Responds to requests for information and to complaints from City staff and the general public.

Performs personnel management functions for the Division including recruiting and selecting employees and volunteer workers, instructing and training staff, completing employee performance appraisals, and handling various personnel problems or questions.

Prepares the final division budget and monitors expenditures.

Authorizes expenditures for new programs and/or changes in programs.

SUPERINTENDENT - RECREATION

On recommendation from subordinate personnel, oversees the securing needed replacements, alterations and additions to facilities.

Administers and grades examinations for Division positions.

Makes presentations concerning recreation issues before the City Council, Civil service, public groups and city staff.

Coordinates activities with other City departments as necessary.

Prepares periodic and special reports.

Prepares and maintains a variety of complex administrative records and files; prepares reports from the available information.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the objectives and ideals of public recreation, including a thorough understanding of activities which make up a community recreation program.

Thorough knowledge of the facilities and equipment needed in a broad recreation program and of the proper arrangement of parks and other recreational areas.

Considerable knowledge of a wide variety of recreational activities.

Considerable knowledge of the philosophy and objectives of public recreation.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the current literature, trends, and developments in the field of parks and recreation administration.

Ability to prepare and monitor a budget.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to develop and administer a recreation program suited to the needs of the community.

Ability to express ideas effectively orally and in writing.

Ability to compose correspondence and to prepare reports and publicity documents.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in community recreation, leisure studies or a related field and 6 to 9 years of progressively responsible, related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SUPERINTENDENT - RECREATION

SPECIAL REQUIREMENT

Certification from the National Parks and Recreation Association as a Leisure Professional.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 21
Exempt